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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change

 (NASA Only)

Subject: NASA Directives Procedural Requirements, with Change 3, dated 11/26/2007

Responsible Office: Office of Institutions and Management

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APPENDIX A. Definitions

A.1 Agency-level directive. A directive with Agency-wide applicability; i.e., NASA Policy Directives (NPDs), NASA Procedural Requirements (NPRs), and NASA Interim Directives (NIDs).

A.2 Authority. The source from which a requirement is drawn; the organization responsible for imposing the requirement.

A.3 Center directive. A directive with Center-specific applicability; e.g., Center Policy Directives (CPDs); Center Procedural Requirements (CPRs); and Center Interim Directives (CIDs).

A.4 Center Interim Directive (CID). CIDs provide an immediate, short-term statement of the Center's policies and requirements and responsibilities for implementation.

A.5 Center Policy Directive (CPD). CPDs define Center-specific policy requirements and responsibilities.

A.6 Center Procedural Requirements (CPR). CPRs establish Center-specific procedural requirements and responsibilities to implement the policies and procedural requirements defined in related NPDs, NPRs, or CPDs.

A.7 Contextual information. Background information, such as history or rationale for a requirement, or other descriptive information or examples that help clarify the actual requirement statement.

A.8 Disposition of Comments. A documented response explaining how reviewers' comments will be applied to the draft directive.

A.9 Guidance. A statement of expectation that does not mandate compliance.

A.10 NASA Directive. A NASA document that transmits information required by law, the President, the NASA Administrator, or other senior NASA official that applies to all NASA activities or to a single NASA Center on the way they initiate, govern, or control actions. NASA directives include: NASA Policy Directives (NPD), NASA Procedural Requirements (NPR), NASA Interim Directives (NID), Center Policy Directives (CPD), Center Procedural Requirements (CPR), and Center Interim Directives (CID).

A.11 NASA Directives System. The tools and processes used to create and promulgate NASA directives.

A.12 NASA Interim Directives (NID). NIDs provide an immediate, short-term statement of the Agency's policies and requirements and responsibilities for implementation.

A.13 NASA Online Directives Information System (NODIS). The NASA Online Directives Information System (NODIS) is a full-function, web-based document management system (DMS) with a separate Library for the search and retrieval of approved directives and related policy documents. The NODIS DMS is used for the creation, review, revision control, concurrence, approval, publication and maintenance of directives, and generation of associated reports. The NODIS Library provides for full text searching of Agency and Center Directives. It also provides links to other policy governing the Agency, including: NASA Technical Standards, Code of Federal Regulations, Executive

Orders, Federal Register, OMB Circulars, Congressional Record, the U.S. Code, Congressional Bills, NASA Financial Management Manuals, the Catalog of U.S. Government Publications, ASQ Library, and Headquarters Management System Documents.

A.14 NASA Policy Directive (NPD). NPDs are policy statements that describe what is required by NASA management to achieve NASA's vision, mission, and external mandates and who is responsible for carrying out those requirements.

A.15 NASA Procedural Requirements (NPR). NPRs provide Agency requirements to implement NASA policy as delineated in an associated NPD.

A.16 Policy. A policy describes the philosophies, fundamental values, and general direction of the Agency or Center that are used to determine present and future decisions. Because established policies are general in nature, they may need more specific requirements established in procedural requirements for full implementation.

A.17 Requirement. A requirement is a statement of mandatory instruction that an employee or organization has to perform or a statement of form or function that a piece of equipment or system has to meet.

A.18 Responsible Office. Office that has responsibility for the development, maintenance, and verification of a directive.

A.19 Revalidation. The process for renewing a NASA directive when the directive is current, necessary, and requires no changes, or only minor administrative changes (e.g., updates to document citations, office or position titles, or references to other established policy or externally mandated instruction that may not be altered/edited).

A.20 Verification. The process of proving or demonstrating that requirements have been satisfactorily met.

A.21 Waiver. A written authorization to depart from a specific directive requirement.

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